

COMPHIBGRUTHREEINST 1001.2
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COMPHIBGRU THREE INSTRUCTION 1001.2

Subj: RESERVE LIAISON OFFICE PROCEDURES

Ref: (a) OPNAVINST 1001.21B
(b) SECNAVINST 1001.37A
(c) CINCUSNAVEUR Total Force Integration Policy
(d) COMNAVRESFORINST 5420.12
(e) COMNAVSURFPAC ltr Ser N123A/M24201 dtd 15 Apr 99
(NOTAL)
(f) COMPHIBGRU THREE ltr Ser N1/507 dtd 21 Sep 00 (NOTAL)
(g) OPNAVINST 1001.23
(h) CMS-21A
(i) SECNAVINST 5510.30A
(j) SECNAVINST 5510.36
(k) BUPERSINST 1610.10

Encl: (1) List of Acronyms and Definitions

1. Purpose. To provide specific guidance to the Reserve Liaison Office (RLO) staff at COMPHIBGRU THREE for the performance of their duties.

2. Cancellation. COMPHIBGRUTHREEINST 1001.1C.

3. Background. In February 2001 the Secretary of Defense stressed the need to eliminate cultural and structural barriers to integrating the Active and Reserve forces. The Navy's Total Force Policy, reference (a), has brought greater reserve involvement to a variety of commands by directing active duty Commanders to move toward full integration of their respective Reserve Components (RC).

4. Discussion. This instruction, in keeping with the Secretary of the Navy's Selected Reservist (SELRES) policy, provides guidance as outlined in references (a) and (b) for the Reserve Liaison Officer and staff in support of COMPHIBGRU THREE's overall mission. Per reference (c), all SELRES must be prepared to respond to the entire spectrum of requirements, including Peacetime Contributory Support (PCS), war or national emergency, contingency operations, and Military Operations Other Than War (MOOTW). Additionally, they must be prepared for humanitarian

operations, full or partial mobilization (including pre- and/or post-mobilization), and any other contingencies that may be required to safeguard national security or further the national interests of the United States of America.

5. Action. Disseminate this instruction to Reserve Liaison Officers and Reserve Components.

6. Reserve Liaison Office Staff

a. The RLO staff should be familiar with all facets of COMPHIBGRU THREE operations to ensure the SELRES perspective is considered. Per references (d) through (g), the RLO and staff must aid in the accomplishment of the following mission areas:

(1) Improve the effectiveness of the Navy's Total Force Policy by facilitating active duty commands' access to SELRES assets and maximizing PCS.

(2) Optimize the readiness of the Naval Reserve for augmentation, mobilization, and PCS.

b. The RLO staff must ensure SELRES assets are properly employed taking full advantage of military knowledge and civilian expertise to accomplish COMPHIBGRU THREE's mission. The RLO and staff must liaison with each reserve unit Commanding Officer and determine the active duty requirements that can be fulfilled with Naval Reserve assets.

c. The RLO staff of COMPHIBGRU THREE is composed of the following billets:

(1) Reserve Liaison Officer. Per references (d) through (g), the RLO functions as the principal Naval Reserve advisor to Commander, Amphibious Group THREE. Primarily, the RLO, with the assistance of the Reserve Liaison staff, aids in the effective implementation of the Navy's Total Force Policy, optimizing the readiness of the Naval Reserve for the augmentation, mobilization, and PCS of SELRES in support of the active component. Additionally, the RLO's duties and responsibilities include, but are not necessarily limited to, the following as discussed in references (d) through (g):

(a) Processes recommended changes to manpower requirements and reserve unit structure.

(b) Coordinates all Active Duty for Training (ADT) including Annual Training (AT) and Active Duty for Special Work (ADSW) assignments and maintain a projected 12 month schedule of programmed AT.

(c) Coordinates messing and berthing requirements with Reserve Centers for SELRES performing AT and ADT with COMPHIBGRU THREE.

(d) Arranges disbursing and other administrative services for SELRES performing AT, ADT and ADSW with COMPHIBGRU THREE.

(e) Serves as COMPHIBGRU THREE point-of-contact for all Naval Reserve matters.

(f) Prepares and submits to COMNAVSURFPAC any Program Objective Memorandum (POM) and Program Review (PR) issues concerning subordinate reserve units. Issues will address programming requirements for the following:

1. Reserve Personnel, Navy (RP, N)
2. Operations and Maintenance, Navy Reserve
(O&M, NR)
3. Other Procurement, Navy (OP, N) accounts

(g) Prepare and submits all annual ADT, ADSW, and One-Year/Three-Year Recall requirements to COMNAVSURFPAC.

(h) Coordinates all administrative support for SELRES supporting COMPHIBGRU THREE operations and projects.

(i) Coordinate matters concerning the assignment, composition, disposition, and operation of subordinate reserve commands assigned to COMPHIBGRU THREE.

(j) Monitors the operational status of subordinate reserve commands.

(k) Maintains a close liaison with appropriate Type and Fleet Commanders upon utilization of SELRES supporting fleet operations.

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(l) Monitors, tracks and reports the current training and readiness status of all COMPHIBGRU THREE Reserve Components.

(m) Provides deployment planning guidance and instruction to subordinate reserve commands.

(2) CMS Inspector/Trainer

(a) Serves as an advisor to, and representative of, the Communications Readiness department (N6) in matters of Communications Security (COMSEC) for subordinate COMPHIBGRU THREE active and reserve COMSEC accounts.

(b) Performs COMSEC inspections, as per references (h) through (j), as required and acts on matters concerning physical security, communications discipline, accreditation of working spaces and COMSEC security containers, access control, destruction procedures and administrative follow-up in the event of a compromise.

(3) Reserve Administrative Assistant

(a) Coordinates AT, ADT and ADSW assignments for assigned subordinate SELRES personnel.

(b) Processes recommended changes to manpower requirements and reserve unit structure.

(c) Reviews all formal and informal AT requests from SELRES and/or gaining commands other than COMPHIBGRU THREE in support of as discussed in references (f) and (g).

(4) Reserve Fleet Exercise Scheduler

(a) Prepares and maintains the employment schedule.

(b) Coordinates and monitors deployment preparations for COMPHIBGRU THREE subordinate reserve commands, units, and detachments and advises of any adverse impact on training that may result from schedule changes, non-availability of training assets or any other factor affecting training readiness, as discussed in references (f) and (g).

(5) Reserve Mobilization Coordinator

(a) Identifies individual SELRES eligibility for mobilization recall and mission-essential equipment to be deployed in support of mobilization requirements, as discussed in references (f) and (g).

7. Duties. COMPHIBGRU THREE reserve unit Commanding Officers shall:

a. Maintain direct liaison with the appropriate COMPHIBGRU THREE Assistant Chief Of Staff (ACOS) and the Reserve Liaison Officer.

b. Review annually Reserve Billet Training Plan (RBTP) requirements for each billet in the unit, submitting input to the cognizant ACOS. Develop and maintain individual time-phased training plans for accomplishment of training requirements for billet qualification.

c. Develop AT schedules in concert with COMPHIBGRU THREE requirements and training opportunities.

d. Ensure security clearances for personnel are current and meet mobilization requirements. Submit quarterly security clearance list to COMPHIBGRU THREE.

e. Provide the Reserve Liaison Office with unit readiness updated quarterly. For NEAT units, a statement of equipment status shall be included.

f. Provide the following to COMPHIBGRU THREE:

(1) Updated monthly unit Recall Bill and include e-mail addresses.

(2) Unit organization chart, updated as changes occur.

(3) Plan of the Month upon its promulgation.

8. Annual Training. AT periods will be coordinated through the Reserve Liaison Office. Each COMPHIBGRU THREE reserve unit will designate an AT Coordinator as the single point of contact for AT administrative issues. AT periods should be maximized to the mutual benefit of the individual and COMPHIBGRU THREE.

9. Fitness Reports/Enlisted Evaluations

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a. Regular Concurrent Fitness Reports for SELRES Commanding Officers are authorized and highly encouraged. When the opportunity for direct observation of performance exists, COMPHIBGRU THREE shall submit a Regular Concurrent Report on individual reserve unit Commanding Officers per reference (k).

b. Personnel other than the unit Commanding Officer who perform their AT/ADT with COMPHIBGRU THREE, a Fitness or Evaluation report shall be prepared as a Not Observed/Detachment of Individual report. The report will be submitted for periods of active duty greater than 10 days and less than 90 as per reference (k).

c. When a COMPHIBGRU THREE reserve unit reports for a unit AT/ADT to COMPHIBGRU THREE with their Commanding Officer, AT/ADT reports may be omitted and the reserve Commanding Officer may evaluate and comment on the AT/ADT performance in the next Individual Duty for Training Fitness/Evaluation report. If this procedure is used, all members shall have an endorsement identifying the reserve Commanding Officer as present, directs the activities of the member(s) reported on, and is the Individual Duty for Training evaluation reporting senior for the member(s) concerned.

Distribution:

COMPHIBGRUTHREEINST 5216.1Y

Lists 1, 2 (case I, II & IV), 6 and 7(a)

ACRONYMS AND DEFINITIONS

<u>ACRONYM</u>	<u>DESCRIPTION</u>
ADSW	Active Duty for Special Work is a period of active duty performed by Selected Reservists (SELRES) in addition to their Annual Training, generally to support a specific project or task at their Gaining Command. It normally does not exceed 179 days (no Permanent Change of Station move involved).
ADT	Active Duty for Training is a limited period of active duty for training with an automatic reversion to inactive duty when the specified period of training is completed. Annual Training (AT) is a form of ADT.
ATP	Additional Training Period is authorized to accomplish additional required training as defined by a unit's mobilization mission. A member may perform a maximum of 12 ATPs per fiscal year.
AT	Annual Training is the (normally) two-week period of active service that SELRES perform once a year, usually in direct support of their Gaining Command.
GAINING COMMAND	The active duty component primarily supported by SELRES. Although SELRES may support other commands, their primary responsibility is to support their Gaining Command. An active duty component may be the Gaining Command for more than one Reserve unit.
IDT	Inactive Duty Training is a period of Reserve "drill" time, usually conducted at the Reserve Center or the gaining command. SELRES normally drill one weekend per month.

IDTT	Inactive Duty Training Travel is an authorized period of Inactive Duty Training conducted to enhance a Reservist's readiness for augmentation, mobilization, or PCS.
PCS	Peacetime Contributory Support occurs when Reservists directly assist their Gaining Commands in performing the Command's assigned peacetime mission(s).
PRC	Presidential Recall in support of U.S. national interests. The President may recall Reservists to active duty for a maximum of 270 days. According to The Soldiers and Sailors Relief Act, employers are obligated to re-hire those Reservists called up under Presidential Recall at the same level of seniority (with attendant pay increases) that they would have enjoyed if they had remained at their place of civilian employment during the period of their Recall.
RESERVE COMPONENT	An active duty command's supporting Reserve elements make up the Reserve Component (RC) of the Command.
SELRES	Selected Reservist are drilling Reservists who are available to support active duty components.
TAR	Navy personnel in the Training and Administration of Reserves (TAR) program who act as a liaison between the Active and SELRES communities. They are active duty personnel whose primary function is to perform support, training, and administrative functions for Reserve personnel and ensure smooth interaction between SELRES and their active duty counterparts. The COMPHIBGRU THREE Reserve Liaison Office staff is composed entirely of TAR personnel.